Forms Management Program
Central Intelligence Agency
An Analysis of Program Effectiveness

8 March 1956

FY53   Active Forms   858
       Copies Produced   18,931,115
       Average Annual Usage per form   22,064
       Reprint Actions   848
       Ratio of reprints to total active forms   98%

FY54   Active Forms   1153
       Copies Produced   20,110,712
       Average Annual usage per form   17,442
       Reprint actions   848
       Ratio of reprints to total active forms   74%
       Per cent of reduction in reprint actions (compared to FY53)24%

FY55   Active Forms   1613
       Copies Produced   17,221,896
       Average Annual usage per form   10,677
       Reprint actions   514
       Ratio of reprints to total active forms   32%
       Per cent of reduction in reprint actions (compared to 53) 66%

OUR THESIS - Without a Forms Management Program of the present
scope, forms would undoubtedly have continued to be procured
at the FY53 average annual usage rate of 22,064 copies. At
this rate we would have procured 35,589,232 copies in FY55
rather than the 17,221,896 actually procured, an increase of
18,367,336 copies. Based on an average procurement cost of
$2.50 per 1000 copies, $45,907.50 more would have been spent in
printing costs alone. The ratio of utilization costs to
printing costs are $20 to $1. Thus, utilization costs of the
18,367,336 copies which were not procured would have amounted
to $918,150.00. Total savings may thus be set at $964,057.50
for FY55.

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Chief Forms Management
        Branch

Distribution:
Div - Reports 3 Statistics
Div - Forms
FMB - 3

SECRET

RECORDS DISPOSITION PROGRAM
STATUS AS OF 31 DEC. 1955
DD/P Area

OFFICE	SCHEDULE PREPARED	VOL.RECORDS COVERED (cu.ft.)	VOL. OF PERMANENT RECORDS (cu.ft.)	VOL. OF TEMPORARY RECORDS (cu.ft.)	VOL. OF LIBRARY MATERIAL (cu.ft.)	VOL. RECORDS RETIRED TO CENTER IN 1955 (cu.ft.)	TOTAL VOL. RECORDS IN CENTER AS OF 31 DEC. 1955 (cu.ft.)
DD/P area	Nov. 1954	21450	8580	12870		339	1678

Inventories and schedules prepared by ARO. Only proposed disposal actions were reviewed by this office.
Amount of temporary and permanent material is an estimate furnished by ARO.

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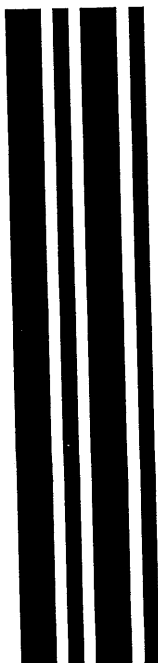
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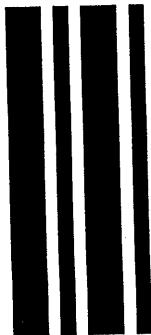
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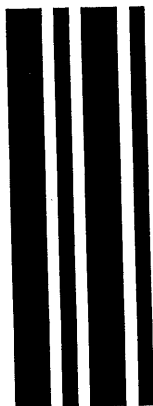
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FILED: *Reports -5*
RETURN TO
RECORDS MANAGEMENT DIVISION

RECORDS MANAGEMENT STAFF
OUTLINE OF PROGRAM FOR PERIOD
January 1, 1956 - June 30, 1956

1. Records
   Disposition

a. Conduct Records Disposition Survey and
   Prepare Records Control Schedule, OCR

b. Review and Approve Records Control Sche-
   dule, Office of Comptroller

c. Revise Records Control Schedule, Office of
   Logistics

d. Conduct Records Disposition Survey and Pre-
   pare Records Control Schedule, Office of DD/S

e. Conduct Records Disposition Survey and Pre-
   pare Records Control Schedule, Executive
   Registry

f. Complete Records Control Schedule, Management
   Staff   FOIAb3b1

g. Post Audit Records Management Program, ▮▮▮▮▮

h. Post Audit Records Disposition Program, Medical
   Staff

i. Prepare the following Guides for use of Area
   Records Officers:
        1. Retiring Records to Records Center
        2. Scheduling Your Records
        3. Evaluating Your Records
        4. Inventorying Your Records

j. Complete Records Disposition Survey, Office of
   DD/I

k. Complete Records Disposition Survey, OCI

l. Complete Records Disposition Survey, Office
   of Personnel

m. Complete Records Disposition Survey, Office
   of Training

n. Conduct Records Disposition Survey and Prepare
   Records Control Schedule for NEA Division, DD/P

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1. Records
   Disposition (cont'd)

   o. Review and approve Records Control Schedule
      Office of Communications

   p. Post audit all Records Control Schedules

2. Reports
   Management

   a. DD/S Area - Complete the screening of inven-
      tories; identify reports which are question-
      able, and work with Area Records Officers on
      eliminating or revising these; provide neces-
      sary regulations and procedures to install
      the program.

   b. DD/I Area - Complete the screening of inven-
      tories; identify reports which are question-
      able; and work with Area Records Officers on
      eliminating or revising these; provide neces-
      sary regulations and procedures to install
      the program.

   c. Establish control and index of agency-wide
      reporting requirements; develop necessary
      regulations, procedures and guides for Area
      Records Officers.

3. Correspondence
   Management

   a. Complete Dispatch Format and Procedure Project
      providing for use of revised forms and hecto-
      graph masters; prepare regulations and proce-
      dures.

   b. Complete procedure and regulation for report-
      ing and recording designations or revocations
      of authority.

   c. In conjunction with Office of Training, assist
      in presenting correspondence management tech-
      niques to scheduled training classes.

   d. Analyze reading files in RI/DD/P to determine
      if transmittal memoranda can be eliminated.

   e. Develop correspondex of administrative requests
      and Reports.

4. Vital Materials

   a. Develop Vital Materials Deposit Schedules for:
      1. Management Staff
      2. ORR
      3. Office of Comptroller

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4. Vital Materials (cont'd)

    4. Medical Staff
    5. Office of Security
    6. Office of Basic Intelligence
    7. Office of Current Intelligence
    8. Office of Scientific Intelligence
    9. Office of the DD/I
   10. Office of Central Reference
   11. Office of Training
   12. The Cable Secretariat

    b. Establish tabulating machine requirements for Vital Materials Repository.

    c. Design forms and procedures for requesting materials from Vital Materials vault and for recording charge outs from file.

    d. Prepare Handbook and standards for selection and deposit of vital materials.

    e. Provide for designation and training of Emergency Records Officers at Repository.

5. Forms Management

    a. Develop uniform Clandestine Services Information Report for IAC agencies.

    b. Develop standard Inter-Agency Library Loan form for all IAC agencies.

    c. Continue the development and application of N.C.R. paper to appropriate agency forms.

    d. Develop Handbooks, brochures, regulations and other material for use of Area Records Officers.

    e. Provide services for the development of new, revised and reprinted agency forms.

6. File Standards

    a. Develop brochure illustrating comparative cost of filing supplies.

    b. Establish inventory of agency filing equipment by major agency offices.

    c. Complete development of standards for the procurement of all types of filing equipment.

6. File Standards (cont'd)   d. Complete evaluation of Desk Tray program and take necessary action.

7. Record Systems

a. Complete installation of the records system in the Office of Executive Assistant to the Director.

b. Complete the installation of the records system in the Cable Secretariat for controlling Cables.

c. Prepare handbook on Mail Control.

d. Survey Cable logging and receipting requirements throughout the Agency.

e. Revise courier receipt system.

f. Participate with Office of Training in presenting subject-numeric filing system to personnel at scheduled training courses.

8. Records Management Program Development

a. Provide for training of at least two Staff Analysts at the institute on Records Management at the National Archives June 18-28, 1956.

b. Continue the attendance of staff analysts and Records Officers at monthly Inter-Agency Records Administration Conferences. Conducted by the National Archives and Records Service.

c. Visit at least two industrial concerns which have an active Vital Materials Program.

d. Arrange with the Office of Training for presentation of Records Management Program at scheduled training courses, where appropriate.

e. Encourage Operating Officials to assume more of the responsibilities for their respective records management programs; each major office should see that at least one high grade official devotes full time to records management functions.

8. Records Management
   Program Development – (cont'd)

f. Develop criteria for overall measurement of the Agency records management program.

g. Develop plans for "staging area" space for inactive files in new building.

h. Develop staff study for increase in present records center facilities.

i. Develop necessary regulations, handbooks and other instructional material for administration of records management program.